



Applicant Services Center

700 Fifth Avenue, Suite 2000
P. O Box 34019

Seattle, WA 98124-4019

Phone: (206) 684-8850

Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

Multi Family – General Responsibilities

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an appointment. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the appointment time constraints.

“**Project stoppers**” are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener: Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the LU Screener the Project Description.

LU Screener: Responsible for completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours, and in coordination with the O/S Screener the Project Description.

New Small Multi Family - General Requirements

Screening Overview (SCOPING):

Cover Sheet Completed

- Project Address matches the Address assigned by DPD.
- All portions of Cover Sheet completed including, Contact information, Project Number of Initially Approved Project, Floor Area, Grading, Energy/Mechanical Code Compliance Information etc.

Forms – all forms must be completed (Including but not limited to)

- Financial Responsibility Form
- Contact Disclosure Form
- Construction Storm Water Checklist if site disturbance is <5000 sq. feet.
- Equipment Sizing Form
- No Protest Agreement If the Street is not developed with curbs, sidewalk etc.
- Pre-application Site Inspection Report.
- Target UA Form or Systems Analysis Calculations if selected on Coversheet

Project matches Addressing Review

- Address on all plan sheets match DPD Project Address.
- Legal Description matches legal description reviewed by Addressing.
- Plot Plan matches Plot Plan reviewed by Addressing.

Plot Plan, Floor Plan and Elevations agree

- Verify that the grade lines shown on the elevation match the specific site.

Plans are Microfilmable

- Good print contrast.
- Lettering is a minimum 1/8th inch.
- Plot plan is drafted at a minimum 1/8th inch or 1:10.
- Minimum 1/4 inch scale for all other plans

Plans Required

- Four identical sets of plans with complete coversheets and stapled on left side
- Extra Plot Plan for Water Department
- Extra Plot Plan for Seattle Transportation if Street Improvements are required.

Copy of Structural Calculations Included if project is engineered

All Plans and Notes Indicated in Screening Checklist are Included

- Request to SPU for Water Availability Form

Land Use Code Analysis and Documentation

The following notes and calculations are required to demonstrate compliance with the Land Use Code. Dimensions and documentation on plans should clearly support your calculations. If the reviewer has to do the calculations, rather than spot check them for accuracy, the review will take longer.

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify Zoning of property |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify Overlays that apply to property |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify housing type (i.e. townhouses, ground related, apartments) |

Density Calculations

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify lot area |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required minimum lot area per dwelling (i.e. 1/800 sq.ft, 1/1,200 sq.ft.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Calculations for allowed density (i.e. 5,600 sq.ft. lot area/ 800 sq.ft. per unit = 7 units) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed density (i.e. 5 units) |

Lot Coverage

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations of area of all principal and accessory structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify allowed lot coverage |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed lot coverage |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. first 4' unenclosed decks), |

Structure Height

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify maximum structure height allowed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed structure height |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus) |

Sloping lot height bonus documentation - calculate to nearest inch

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of low grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for average elevation of high grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for difference between average high and average low elevations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify distance between average low point and average high point |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for slope on lot (difference in average elevations divided by distance between these points) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for additional height allowed (slope of lot divided by .06) |

Structure Width

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure width |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure width |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify if modulation standards met to increase structure width |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e.) |

Structure Depth

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify depth of property |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for proposed structure(s) depth (Structure depth / Property depth) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify allowed structure depth |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. first 4 feet of unenclosed decks) |

Land Use Code Analysis and Documentation - continued

Req Prov

Setbacks**Front**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required front setback(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide calculations if front setback is an average of adjacent structures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed front setback |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used (i.e. bay windows) and demonstrate code compliance for these features |

Rear

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required rear setback |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed rear setback |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

Side

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify depth of lot |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify depth of structure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify height of structure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required side setback for each side |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |

Cluster

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify width of facing facades |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required setback(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these features |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations for required setback |

Screening and Landscaping

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Calculation of required landscaping (3' x total length of property lines) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Calculations of proposed landscaped areas |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify percent of ground cover, number of trees, number of shrubs |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify number of street trees proposed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of dumpsters and recycling containers and proposed screening |

Open Space

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify required open space (i.e. 300 sq.ft. per unit, 800 sq.ft, etc.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify proposed open space |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show open space calculations |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance for these exceptions |

Light and Glare

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify areas to be screened (i.e. parking areas, recycling areas, interior garage lighting, etc.) |
|-------------------------------------|--------------------------|---|

Parking and access

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Calculations of required parking |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify number of units |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify parking factor based on number of units |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show calculations of average unit size for non-townhouse projects |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify number of parking spaces provided |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify size of spaces provided (i.e. 10 spaces at 8' x 16', 3 spaces at 7 ½' x 15') |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify exceptions used and demonstrate code compliance |

Architectural Notes - (Unless specified on details or framing and floor plans)

Req Prov

Design Analysis

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify Building Code Edition (such as year, including amendments)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type of Construction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height per Building Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Stories and Basements
<input type="checkbox"/>	<input type="checkbox"/>	Area Separation analysis
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stairway headroom.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handrail specifications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardrail height, intermediate rail and design strength
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allowable area calculations
<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type of Occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Egress/Exiting Analysis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stair/Elevator shaft pressurization requirements or lobby requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accessibility Conformance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Development Standard departure(s) approved through Design Review process
<input type="checkbox"/>	<input type="checkbox"/>	Occupant Load of Common Areas including Roof Decks

Accessibility Analysis

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total number of Units
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Type A Units Required
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Type B Units Required
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type A Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type B Units: Number of Studios, 1 bedroom, 2 bedroom, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Total Number of Parking Spaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of Barrier Free Parking Spaces Provided
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify area of evacuation assistance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Path of travel to units

Mechanical & Ventilation Notes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify Code Edition (such as year, including amendments)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Source Specific Fan Sizes (if not specified on floor plans)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Duct work gage between garage and living spaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Whole house ventilation method (exhaust only, integrated forced air, etc.), include size, sone rating, and controls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify ventilation method for enclosed garages and public corridors per SMC Table 403.3.

Energy Notes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify Code Edition (Such as year, including amendments).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heated Floor Area (gross floor area minus the walls areas).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Area of Exterior Doors.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Area of Glazing in Exterior Walls.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Area of Skylights.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glazing/Floor Area % (all glass).

Fire Notes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Type of sprinkler system to be installed
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Structural Notes - (Unless specified on details or framing and floor plans)**Design Loads Notes**

- | | | |
|-------------------------------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor Dead Load and Live Load |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Roof Dead Load and Live Load |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wind Exposure and Speed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Seismic Zone |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Soil Bearing Pressure |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Equivalent fluid Pressure |

Foundation Notes

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Concrete Strength and Mix. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reinforcing Steel Grade Placement and Protection. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Anchor bolt size, spacing, and washer/plate size. |

Framing Notes

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grade and species of all lumber used on this projects: beams, headers, joist, rafters, columns, studs & miscellaneous. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing type, grade and index. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Manufactured Trusses, Type and Manufacturer. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Nailing and Blocking. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Handrail specifications |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Guardrail design strength |

Plot Plans**General Information**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project site address. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale 1" = 10' or 1/8" = 1' |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal description(s) (Include easement legal description and recording number). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | King County Assessor's Parcel Number (APN). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify and dimension all property lines. Show their bearings. |

Street and alley information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Names of adjacent streets. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street and Alley right-of-way width. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Street, alley improvement type, and width (asphalt, concrete, gravel, 24' wide, or specify "unimproved"). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sidewalk type, width, distance from property line(s) or specify "no sidewalk". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curb height and type (concrete, asphalt, rolled, etc. or specify "no curbs"). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Curbcut width and distance from adjacent property lines. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label curbcuts as "existing" or "proposed". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sidewalk type and width, or specify "no sidewalk". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show street trees and identify as "existing" or "proposed" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.). |

Plot Plans - continued

Req Prov

Utilities – Show existing and proposed

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sewer mains (sanitary only or combination). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Storm drains and catch basins. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Water mains, fire hydrants and water meter. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Utility poles (light, power, street light, signals, and transit). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stormwater disposal system or detention. |

Development Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances from all portions of the building to front, side, and rear property lines. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify accessory structures and dimension distances from other structures and property lines. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distances between structures on property. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label any assumed property lines. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label and dimension surface parking space(s), driveways, parking aisles. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify slope of driveway |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of screening of parking (i.e. Fence, shrubs or identify exceptions being used) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and dimension all window wells, fireplaces, chimneys, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Caliper and species of exceptional and significant trees. |

Calculations and details

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify location of rockery / retaining walls. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Construction access detail. |

Height details

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify existing and finished grade at each building corner |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For flat roofs, - identify elevation at top of roof structure, top of roof decks if applicable |

Additional requirements - Sloping lot height bonus details

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on high grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify the average elevation point on low grade wall |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension line between average high point and average low point |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide topographic survey with 2 foot contours (minimum) by licensed surveyor |

Open Space

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label and dimension required open space |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For ground related housing, identify unit the open space serves. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate location of trees, shrubs, and groundcover. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide open space calculations |

Plot Plans - continued

Req Prov

Landscaping

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify common and scientific names of proposed landscaping |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify size and quantity of plantings proposed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify soil mix |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Provide key to landscape symbols used |

Floor Plans

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale $\frac{1}{4}" = 1'$. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label Unit and Type For Accessibility |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use of each room (basement is not a use). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | If framing is shown on floor plans, identify which floor level framing is shown (i.e. "1 st floor plans, 2 nd floor framing"). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details. |

Floor plan information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Overall dimensions of Unit. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension location of all interior walls and columns, from each other and from outside of exterior walls. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show fire walls, fire partitions and other fire rated assemblies. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show fire barrier and fire rating between garage and units. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of interior and exterior doors and windows. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension door size on plan or provide schedule. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show direction of all door swings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rating of corridors, exit enclosure and stairs including doors |
| <input type="checkbox"/> | <input type="checkbox"/> | Show and dimension exit separation |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Horizontal exits and refuge areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify Exit passageways/ enclosures/exterior exit balconies |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show building exits |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show swing of building exit doors |
| <input type="checkbox"/> | <input type="checkbox"/> | Width of corridors and stairways/exterior exit balconies |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify egress window(s), dimension sill height, net open area, clear open width, clear open height. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimensions for window sizes on plan or provide schedule. Include height, width, type (i.e. slider, casement, awning), U-value (factor) or call out key on plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of all smoke detectors. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of exhaust fans. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Attic access location and size. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify water heater location. |

Floor plan information - continued

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show furnace location.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify kitchen sink, refrigerator, cooking appliances location.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show toilet, bath and sink location.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show decks, porches, landing, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify partial height walls.

Stair information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locate stairs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension width and landing size.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dimension rise and run.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handrail information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guardrail information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headroom height.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Winding stair dimensions (if used).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spiral stair dimensions (if used).

Elevation Views

Req Prov

General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}' = 1'$
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and label north, south, east, and west elevation views.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and dimensions exterior architectural features (garden windows, bay windows, etc.).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show window wells.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicate slope of pitched roofs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show location of doors and windows.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify existing and finished grade lines.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify the elevation of the existing and finished grade at each building corner
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify the elevation of each floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	For flat roofs - identify elevation at top of roof structure, top of roof decks if applicable and top of parapets.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of yard exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of cantilevered portions of structure from grade.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height of chimney above structures within 10'.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details of open railings on decks if yard or height exceptions used.

Foundation Plan

Req Prov

General Information

<input checked="" type="checkbox"/>	<input type="checkbox"/>	North Arrow.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale $\frac{1}{4}" = 1'$
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reference callouts for cross sections and details.

Foundation Plan – continued

Req Prov

Footings and foundation information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Overall dimensions |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location and dimensions of posts from each other. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and locate spread footings. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension continuous footings and foundation walls (width, height) or reference detail. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify reinforcement grade, size and spacing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify thickness of slab and materials below slab. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Window wells construction information. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Crawl space vent size and locations. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Crawl space access (location and size). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of posts and sizes of posts. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify all steps in foundation or stem walls. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show hold-down model #, location, anchor type, size and bolt embedment depth. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all first floor framing (size and span of beams and joists, direction of joists). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all cripple walls. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all shear wall / braced wall panels and indicate construction. |

Floor Framing Plans

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale 1/4" = 1' |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify floor (1 st floor, 2 nd floor, etc.) and framing level. |

Framing information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and spacing of framing members (i.e. joists, beams). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and span of headers, beams, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension and size of framing around openings in floors, ceilings, and other horizontal diaphragms. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate all bearing walls and supporting floor framing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate all bearing walls and bearing points from above. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Label the size and location of all post in walls carrying point loads. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Locate and identify all structural discontinuities, cantilever, offset bearing walls, floor level changes, etc. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show hold-downs, or straps location and size. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all ledger connections. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Identify all shearwalls and/or braced and alternate braced wall panels. Provide a shear wall schedule. |

Roof Framing Plan

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | North arrow. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Scale $\frac{1}{4}' = 1'$ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs for cross sections and details. |

Framing information

If using conventional framing

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify ridge beam size and span. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show location of collar ties (if used). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify rafter size, spacing, and span. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify header sizes and span. |

If using pre-manufactured trusses

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of girder truss, hip master. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify truss span, spacing, type (common, scissor, gable end, etc.) |

For all framing types

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all bearing members below (walls, beams, headers, etc.) giving size and span. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify size of framing around roof openings. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate pitch of roof(s). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of roof openings (skylights, chimneys, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension all eaves. |

Building Section

Req Prov

General Information

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Min. $\frac{1}{4}" = 1'-0"$ scale. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Reference call-outs to construction details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension distance from floor to floor. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ceiling height dimensions. (When using sloped ceiling provision, provide detailed dimensions). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Detailed dimensions if collar ties used. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify roof pitch / slope. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show Location and rating of all horizontal and vertical area and occupancy separations |

WATCH FOR:

1. Floor plans **must show** the **location** of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as insulation levels or a stair section, may be on the Building Section as long as the proposal is clear.

Construction Details

Req Prov

General Information:

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Minimum ¼" = 1' (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented). |
|-------------------------------------|--------------------------|--|

Stair Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rise and run dimensions (Winders, spirals, or other unusual stairways may require a detail plan as well). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension headroom height. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Handrail information (grasp requirements, extensions, and returns). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Guard information (rail height and spacing of intermediate rails). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fire protection under stair (if enclosed). |

Typical Wall Section (extending from roof/ceiling assembly to foundation/basement wall)**Roof Detail**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension eave. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dimension height of collar tie from ridge and specify connections. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show gutter, specify type |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify roof insulation, R-value, and type. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show fire protection at eave (if appropriate). |

Wall Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Size and number of top and bottom plates. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Stud sizing and spacing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior side: Siding, weather protection, structural sheathing (thickness and material); Veneer type (brick, stone) thickness, and attachment. Fire resistive assembly if appropriate. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show interior wall construction including fire rating |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show fire wall construction. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Interior side: Insulation R-value and type; wall covering material and thickness (usually gypsum wall board). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show height and construction of parapets including counter flashing and coping materials. |

Typical Wall Section - continued

Req Prov

Floor Detail

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing material and thickness. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Location of framing members. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Foundation information or reference to separate detail. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Crawl space heights. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vapor barrier material and thickness. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Perimeter slab and below grade wall insulation and R-value if applicable. |

Foundation/Basement Wall/Retaining Wall Details

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fully dimension. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Detail all differing conditions (reference to detail required on foundation plan). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify footing depth below grade. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify maximum backfill. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Indicate depth of cut in relationship to property line. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify re-bar location, size and spacing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify sill plate size and material. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify anchor bolt size, spacing, embedment depth and washer size. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Footing drain location, size (at exterior wall) and its discharge point. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Spread footing detail(s) – post size, connections to footing, framing above. |

Shearwall Details

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Show all Shear Wall / Braced Wall Panels locations, show construction and assembly details. |
|-------------------------------------|--------------------------|---|

Shearwall schedule

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sheathing material, thickness. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Required nail size, spacing. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Top and bottom plate connection to diaphragm. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Design capacity. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor to floor transfer details (hold down strap or nailing details). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Diaphragm to shear wall connections. |

Miscellaneous Details

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rockery / ecoblock cross section. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rated wall construction details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Masonry veneer connection detail if not shown on wall details. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ledger connection (member size, connection size, and spacing) if not provided on framing plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Greenhouse connection if not included elsewhere in the plans. |

WATCH FOR:

1. **Excavation exceeding 1H:1V from a property line** may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
2. If an **elevator** is proposed, a detail section of the elevator shaft is required.
3. If a **masonry fireplace** is proposed, a detail section of the fireplace and chimney is required.